

DEPARTMENT OF COMMERCE  
OFFICE OF THE SECRETARY

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

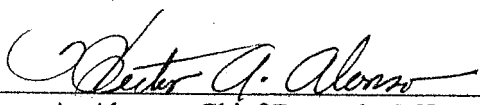
OFFICE OF THE SECRETARY

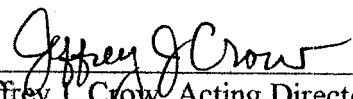
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.**

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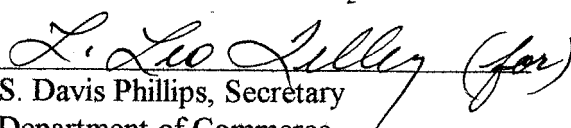
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

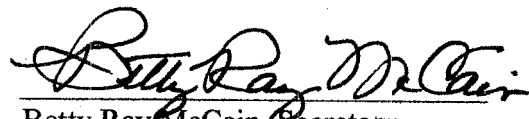
APPROVAL RECOMMENDED

  
Hector A. Alonso, Chief Records Officer  
Department of Commerce

  
Jeffrey J. Crow, Acting Director  
Division of Archives and History

APPROVED

  
S. Davis Phillips, Secretary  
Department of Commerce

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

September 12, 1995

JH

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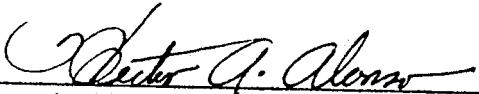
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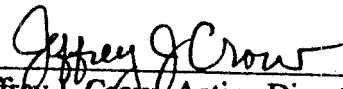
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APPROVAL RECOMMENDED

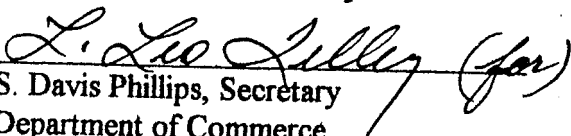


Hector A. Alonso, Chief Records Officer  
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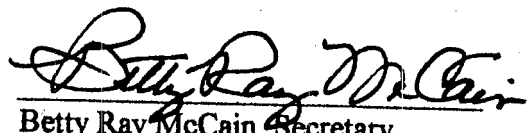


Jeffrey J. Crow, Acting Director  
Division of Archives and History

APPROVED



S. Davis Phillips, Secretary  
Department of Commerce



Betty Ray McCain, Secretary  
Department of Cultural Resources

September 12, 1995

This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

JH

**DEPARTMENT OF COMMERCE  
OFFICE OF THE SECRETARY  
PURCHASING DEPARTMENT**

**ITEM 14943. INSURANCE FILE.**

Policies and correspondence concerning departmental equipment.

**DISPOSITION INSTRUCTIONS:** Destroy in office 3 year(s) after termination of policy.